MEMORABBIN FOR: Project Director of Administration SUBJECT: Project Equipment (Electric Typewriter) REFERENCE: GIA Regulation 1. It is requested that an electric typewriter be precure Agency stock for use by a newly assigned clerk-typist with the component of the Project. 2. The machine will be used by in the Project as allocated to us within the Security Office in I Building. Norm accountability for this equipment would reside in the Project as any necessary centrals established by the Project Staff would be followed by the undersigned. 3. In accord with the referenced Regulation there are several points of justification within Paragraph 7 including preparation reproduction stantile, requirement for more than ten copies of insumnos, use of this machine in essesse of four hours per day, increase in efficiency and production within the Security Unit Project. 4. The employee concerned has expressed no preference as make of such a typewriter; however, clite type is desired. It requested that this machine be delivered to Room 1050, I Buildi Project Security Officer	EMERICALEUM FOR: Project Director of Administration SUBJECT: Project Equipment (Electric Typewriter) REFERENCE: CIA Regulation 1. It is requested that an electric typewriter be procure agency stock for use by a newly assigned clerk-typist with the component of the Project. 2. The machine will be used by			Copy
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